

*Ken*

STATINTL

5 June 1952

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REPORT FOR THE WEEK OF 2 - 6 JUNE

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To:

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From:

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1. Prepared first draft of the pamphlet to be used in instructing supervisors in the use of the Personnel Evaluation Report. This first draft will be revised by [ ] of Personnel; he will then buck it back to me for another revision. By the fourth draft it should be in final form for printing.

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2. Prepared initial T/O revision statements for 1953 as the beginning of Division estimates for the 1954 Budget Call. Working on the second step of budget information in consultation with [ ]

3. Final check on planning OSI course in intelligence reporting to be given next week.

4.

5. Conducted lecture-discussion on executive development in UTGA program at [ ]

6. [ ] will consult with [ ] Registrar, regarding the issuance of a projected schedule for UTG/A programs from 1 July through 31 October.

7. [ ] has submitted a statement and a diagram of space requirements for the Reading Improvement Laboratory. This has been discussed with [ ] who has visited Alcott Hall to check over the space requirements and resources for the Reading Laboratory and for the Clerical Training Branch.

ASSUMES  
USE OF  
WING "D"  
ALCOTT  
Hall

8. Had a very pleasant conference with [ ] regarding our current programs and future plans.

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25 YEAR RE-REVIEW